

# Kentucky Department for Environmental Protection



## Kentucky Division of Waste Management Local Planning and Assistance Section

### Section Staff

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Local Planning and Assistance Section  
Training Module: Orientation for New Solid Waste Coordinators

# Orientation Training: Solid Waste Coordinators and Local Officials

February 5, 2019  
KY DEP Training Center  
Frankfort, Kentucky



## Local Planning and Assistance Section Training Module: Orientation for New Solid Waste Coordinators

# WELCOME!





## INTRODUCTIONS: WHO WE ARE

### Local Planning and Assistance Section:

- **Lynn True**—Section Supervisor and Local Assistant to counties in Buffalo Trace ADD
- **Shannon Powers**—Local Assistant to counties in Green River, Barren River, Lincoln Trail, Northern Kentucky and KIPDA ADDs
- **Deborah DeLong**—Local Assistant to counties in Purchase, Pennyrite, Bluegrass and Gateway ADDs
- **Anita Young**—Local Assistant to counties in Lake Cumberland, Cumberland Valley, Kentucky River, Big Sandy and FIVCO ADDs



## Local Planning and Assistance Section Training Module: Orientation for New Solid Waste Coordinators

### INTRODUCTIONS: WHO YOU ARE

Let's get acquainted:

1. Go around the room
2. Let the group know your name
3. Let the group know which county you represent



## Local Planning and Assistance Section Training Module: Orientation for New Solid Waste Coordinators

### ORIENTATION TRAINING AGENDA:

- 9:00.....Welcome and Introductions (Shannon)
- 9:15.....Resources and Information (Shannon)
- 9:30.....Legislative Mandates/Local Responsibilities (Lynn)
- 10:00.....Solid Waste Management Plans (Lynn)
- 10:30.....Break**
- 10:45.....Solid Waste Annual Reports (Anita)
- 11:15.....Managing Solid Waste - Identifying Issues (Deb)
- 11:45.....LUNCH**
- 1:00.....Managing Solid Waste - Developing Solutions (Deb)
- 2:00.....Managing Your SWMA - Strategies (Deb)
- 3:00.....Adjourn or Optional Q&A with Local Assistant



## **RESOURCES: WHAT IS AVAILABLE TO SOLID WASTE COORDINATORS**

- **LAS Staff**
- **Solid Waste Coordinator Manual**
- **Website**
- **Your Very Own County's Solid Waste Files**



## RESOURCES: LAS STAFF

### WHAT WE DO:

- Regulate Solid Waste Management Area (SWMA)
- Approve Solid Waste Management Plan (SWMP)
- Determine Compliance with Plan Implementation
- Provide Guidance and Technical Support for SWMA
- Conduct Annual Trainings for Local Officials
- Develop Resource and Training Materials
- Work Directly with Governing Body on Facility/Local Approval





## RESOURCES: SOLID WASTE COORDINATOR MANUAL

### TABLE OF CONTENTS

Chapter 1	Intro to Waste Management
Chapter 2	Waste Assessment
Chapter 3	Waste Collection
Chapter 4	Waste Disposal
Chapter 5	Waste Facilities
Chapter 6	Waste Diversion
Chapter 7	Public Outreach



## **RESOURCES: SOLID WASTE COORDINATOR MANUAL**

### **APPENDICES**

<b>Contacts:</b>	<b>Staff Information</b>
<b>Reports:</b>	<b>Summary and Links to DEP Forms</b>
<b>Grants:</b>	<b>Summary and Links to Grant Applications</b>
<b>Documents:</b>	<b>Templates, Samples of Permits, Contracts, Franchises, etc.</b>



## Local Planning and Assistance Section Training Module: Orientation for New Solid Waste Coordinators

### RESOURCES: WEBSITE

# Energy & Environment Cabinet

Our mission is to provide regulatory guidance, environmental awareness and implement an energy strategy that will bring economic benefits to the Commonwealth while protecting the environment and improving the quality of life for Kentucky businesses, workers and the public in general.



[Environmental Protection](#)



[Natural Resources](#)





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RESOURCES: WEBSITE

Kentucky Energy and Environment Cabinet

Environmental Protection

Natural Resources

Energy

Nature Preserves

Newsroom

Air

Compliance Assistance

Enforcement

Waste

Water

Online Services

Brownfields

Resources

ENVIRONMENTAL PROTECTION

DEPARTMENT FOR ENVIRONMENTAL PROTECTION

/ [Environmental Protection](#)

Environmental Protection Divisions

Air

The Division for Air Quality's mission is to protect human health and the environment by achieving and maintaining acceptable air quality for all Kentuckians.

Waste

The Division of Waste Management's mission is to protect human health and the environment by minimizing adverse impacts on all Kentuckians through fair, equitable and effective waste management programs.

Water

About the Department for Environmental Protection

MEET THE DEPARTMENT >



# Local Planning and Assistance Section


## Training Module: Orientation for New Solid Waste Coordinators

### RESOURCES: WEBSITE

AirCompliance AssistanceEnforcementWasteWaterOnline ServicesBrownfieldsResources


DIVISION OF WASTE MANAGEMENT

[Home](#) / [Environmental Protection](#) / [Waste](#)




Branch

The Program Planning and Administration Branch provides administrative and operational support to all branches in the division.



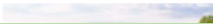
Recycling and Local Assistance Branch

The Recycling and Local Assistance Branch provides guidance on a broad range of recycling and sustainable waste management issues.



Solid Waste Branch

The Solid Waste Branch is responsible for processing permit applications, reporting documents, and fees for various types of waste management and disposal facilities.



Superfund Branch





# Local Planning and Assistance Section

## Training Module: Orientation for New Solid Waste Coordinators

# RESOURCES: WEBSITE



🏠 / [Environmental Protection](#) / [Waste](#) / Recycling and Local Assistance Branch

### Solid Waste Planning

Assistance, training, and resources for local governments with implementation of solid waste programs, including: collection systems, disposal needs, waste diversion, siting facilities, authorizing landfill capacity, and developing solid waste ordinances. ➤

### Recycling, Composting & Household Hazardous Waste Management

Recycling in the U.S. is a \$236-billion-a-year industry. Companies rely on recycling programs to provide the raw materials they need to make new products. The average American discards ➤

CONTACT US...	➤
Grants Program	➤
Commonwealth Cleanup Week	➤
Solid Waste Coordinators	📄
County Judge Executives	📄
RLA Topics A-Z	📄



## Local Planning and Assistance Section Training Module: Orientation for New Solid Waste Coordinators

### RESOURCES: WEBSITE



### Local Planning and Assistance Overview

All Kentucky counties are statutorily required to designate a solid waste management area (or district) and develop a solid waste management plan (SWMP) to manage the municipal solid waste generated in their area. In order to ensure that these obligations are fulfilled, the Local Planning and Assistance Section works closely with solid waste coordinators and other local officials. In addition to helping local governments work through planning issues, our staff conducts trainings and develops resource materials to aid in the planning process. Examples of how our staff can assist local governments include:

- Answering questions about updating, amending and implementing SWMPs.
- Assisting with data collection and analysis for completing Annual Reports.
- Providing guidance for developing local ordinances, codes and regulations.
- Coordinating local site approval of solid waste facilities with the state permitting.
- Helping communities make informed decisions regarding solid waste facilities.
- Supporting environmental education and outreach efforts for communities.

### Solid Waste Management Plans and Annual Reports

In addition to updating a comprehensive solid waste management plan every five years, each solid waste management area (or district) must submit a completed annual report no later than March 1st of each year. [Forms and support materials for the Solid Waste Management Area Annual Report and the Solid Waste Management Plan can be accessed from this link.](#)



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## RESOURCES: WEBSITE

**WEB PAGE:**      ***Solid Waste Planning***

- Overview of Solid Waste Planning
- Reporting Requirements
- Report and Planning Forms
- Support Materials

**WEB PAGE:**      ***PLAN-IT : TRAINING AND DEVELOPMENT***

- Annual Trainings at Area Development Districts (ADDs)
- Annual Orientation Trainings in Frankfort
- Annual Reporting and Planning Workshops (ARP) Workshops
- Publications: SWC Manual (download manual/fact sheets)
- ***PLAN-IT NEWSLETTER***





## **RESOURCES: YOUR VERY OWN COUNTY'S SOLID WASTE FILES**

### **WHAT ARE IN THE FILES:**

- **Current 5-year SWMP**
- **Past 5-year SWMPs**
- **Most Current Annual Report**
- **Past Annual Reports**
- **List of Permitted Waste Sites in the County**
- **Statuses of Permitted Waste Sites in the County**
- **Permits and/or Applications for Waste Sites in the County**
- **Contact Information for Your Advisory Board**
- **Contact Information for Your Community Officials**

# Managing Municipal Solid Waste at the Local Level

**As a Solid Waste Coordinator,  
what should you know  
about...**

- **Solid Waste Streams: Types of Wastes**
- **Solid Waste Systems: Functional Elements**
- **Solid Waste Planning: Key Components**

# What is Solid Waste?

- ▶ **Solid Waste:** Discarded Materials
- ▶ **Three Ways to Categorize:**
  - ▶ Type of Materials (plastic, glass, organic, etc.)
  - ▶ Potential for Hazard (radioactive, flammable, toxic, etc.)
  - ▶ Origin of Waste (source, generator)

# What is Municipal Solid Waste?

**Municipal Solid Waste (MSW):** Household and Commercial Sources

**Examples:**

Durable goods: furniture, appliances, tires, electronics

Non-durable goods: paper, packaging, food waste, yard trimmings

Household Hazardous Waste: cleaning chemicals, used oil, batteries, light bulbs, fluorescent lamps, aerosol spray cans, etc.

Household Medical, Pharmaceutical Waste: needles, sharps, medicine

# What is Municipal Solid Waste *Management*?

## MSW Management:

- Supervision and control of all the activities associated with the flow of waste [waste stream] from the point of generation, through collection, transport, processing and recycling or final disposal.
- The main objectives of management include:
  - ❖ Protect human health
  - ❖ Protect the environment
  - ❖ Conserve resources and energy

# What is a Municipal Solid Waste Management System ?

- ▶ **Solid Waste System:** Functional elements; “hands-on”
- ▶ **Solid Waste Plan:** Key components; “blueprint”
- ▶ **Solid Waste Area:** Jurisdiction; geographic area

# Functional Elements of a Solid Waste System

Waste Generation



Storage and Handling



Collection



Transfer and Transport



Process and Recovery



Final Disposal





# Key Components of a Solid Waste Plan

Establishing Authority



Setting Policy



Enforcing Policy



Budgeting Programs



Implementing Programs



Educating the Public

Local  
Government

Solid Waste  
Coordinator

Solid Waste  
Advisory  
Committees

Interagency  
Departments

Community  
Groups



**As a Solid Waste Coordinator,  
why should you care about...**

- **Solid Waste History and Legislative Milestones**
  - 1970s Resource Conservation and Recovery Act
  - 1980s Solid Waste Dilemma
  - 1990s Kentucky's Solid Waste Legislation
  - 2000s Kentucky's Solid Waste Legislation



## Overview and History of Local Solid Waste Management:

**1998** – Kentucky law created the Waste Tire Trust Fund to help generate funds for counties to address the problem of waste tires. Tire funds come from a \$1 fee on the sale of all new motor vehicle tires sold in Kentucky. The funds are used for tire collection, disposal and/or recycling.



## Overview and History of Local Solid Waste Management:

**1982** – Kentucky law declared local government (counties or solid waste districts) as the authority over solid waste collection, management, disposal and reduction of waste in their communities. This legislation also required all 120 counties to develop a Solid Waste Management Plan (SWMP).



## Overview and History of Local Solid Waste Management:

**1991** – Kentucky passed Senate Bill 2 which further developed the role of local government with respect to solid waste management.

The new laws made local governments responsible for the following:



## Overview and History of Local Solid Waste Management:

- *Update Solid Waste Management Plans (SWMPs) every 5 years.*
- *Determine disposal capacity needs for waste generated in the county.*
- *Obtain capacity assurance from one or more landfills for 10 years.*



## Overview and History of Local Solid Waste Management:

- *Ability to authorize capacities for landfills as determined by the community's public input. (Under the 1991 solid waste law, the state cannot permit new or increase capacity at landfills unless the increased capacity is consistent with the disposal needs identified in the county solid waste management plan -- this requirement is called "local determination").*



## Overview and History of Local Solid Waste Management:

**2002** – Kentucky passed House Bill 174 and created the **Kentucky Pride Fund** to help provide grant funding to local governments for the following:

*Cleanup of litter along roadsides*

*Cleanup of illegal dump sites*

*Closure of state historic and orphaned landfills*

*Recycling Programs and Collection Events for Household Hazardous Waste (amended 2006)*



# Kentucky's Senate Bill 2

## 1991 Solid Waste Legislation - County Responsibility

- Designate a Solid Waste Management Area (SWMA)
- Develop Comprehensive Solid Waste Management Plan (SWMP)
- Update the SWMP every 5 years and Amend SWMP as Needed
- Provide Universal Collection to All Residents within the SWMA
- Assure Disposal Capacity for Waste Generated in the SWMA
- Authorize Capacity for Waste Disposal in Host Landfills
- Determine Local Siting Procedures
- Involve the Public in the Decision-Making Process
- Set goals to reduce waste, increase recycling, clean litter and dumps

# Kentucky's House Bill 174

## 2002 Kentucky Pride Fund

- \$1.75 environmental remediation fee “tipping fee” per ton waste
- Funding mechanism for historic landfills (orphan landfills)
- Funding mechanism for illegal open dump cleanups
- Recycling Programs and HHW Collection Events (2006)

**As a Solid Waste Coordinator,  
what should your focus be...**

**Local Responsibilities:**

- **Inspecting and Monitoring Programs**
- **Enforcing Ordinances and Policies**
- **Educating and Informing the Public**
- **Meeting Reporting Requirements**

# Inspecting and Monitoring

- ▶ **Oversee Collection: Universal Collection**
- ▶ **Arrange for Disposal: Capacity Assurance**
- ▶ **Follow Up on Complaints and Non Compliance**
- ▶ **Monitor Facilities in the Area for Issues**

# Enforcing Ordinances and Policy

- ▶ **Know Your Local Solid Waste Ordinances**
- ▶ **Develop a Process for Enforcement**
- ▶ **Work with County Attorney or Other Local Officials**

# Educate and Inform the Public

- ▶ Educate citizens, school groups and local officials
- ▶ Provide information about services and programs
- ▶ Inform the public about fines and penalties
- ▶ Keep citizens aware of planning and siting issues

# Fulfill Reporting Requirements

- ▶ Annual Reports - Due March 1<sup>st</sup>
- ▶ SWMPs - Update every 5 years
- ▶ SWMPs - Amend as needed
- ▶ Grant Reporting - According to funding cycle

Questions?





# **SOLID WASTE MANAGEMENT ANNUAL REPORTS**

## **TOPICS OF DISCUSSION:**

- **STATUTES AND REGULATIONS**
- **REPORTING REQUIREMENTS**
- **REPORTING FORMS**
- **COLLECTING DATA**
- **SUBMITTING REPORTS**



## Statutes and Regulations:

### KRS 224.43-310

Requires the Energy and Environmental Cabinet to have primary responsibility for coordinating the solid waste planning, management and approval activities.

### KRS 224.43-310 (5)

Requires each governing body to report annually to the Cabinet on the status of solid waste management in its area.

### 401 KAR 49:011

Requires all counties/SWMAs to submit the status of solid waste management planning in their area each year by March 1<sup>st</sup>.



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**Cabinet's goal is to reduce the amount of solid waste disposed in municipal solid waste facilities in the State.**

The Annual Report provides the means of tracking how those goals are met and identify any items that need to be adjusted or amended over the 5-year period.

All counties/SWMAs must prepare and submit to the Division of Waste Management (DWM) by March 1<sup>st</sup> of each year, an Annual Report of the status of solid waste management in their area for the previous years data.



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Solid Waste Management Area Annual Report Form - DEP 6061

<http://waste.ky.gov/RLA/Pages/forms.aspx>

DEP 6061 (Revised January 2015)  
401 KAR 49:011

Kentucky Department for Environmental Protection Division of Waste Management Recycling and Local Assistance Branch Local Assistance Section 200 Fair Oaks Lane – Frankfort KY 40601 (502) 564-6716				FOR OFFICIAL USE ONLY. DO NOT WRITE IN THIS SPACE	
Solid Waste Management Area Annual Report					
1. Report Year					
2. County or Solid Waste Management Area					
3. Governing Body		<input type="checkbox"/> 109 Board		<input type="checkbox"/> Fiscal Court	
4. Solid Waste Coordinator (SWC)		<input type="checkbox"/> Solid Waste Management Area			
SWC Position		<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time	
List Other Position(s) Held by SWC					
Email:		Phone Number: (   ) -   -   -		Fax Number: (   ) -   -   -	
5. REPORT PREPARATION					
Report Completed by:		Signature:		Date:   /   /	
Email:		Phone Number: (   ) -   -   -		Fax Number: (   ) -   -   -	
6. ORDINANCES AMENDED					
Solid waste ordinance(s) amended during the calendar year?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide a short description outlining the amendment(s):					
7. OUT-OF-STATE DISPOSAL					
Out-of-State Disposal Facility or Transfer Stations	State	Amount Disposed (Tons)	Remaining Permit Capacity (Years)	Cost/Ton	
8. COMPOST / YARD WASTE / STORM DEBRIS MANAGEMENT					
Yard waste collected or managed for the purpose of diverting it from a landfill?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any cities within county collect or manage yard waste for the purpose of diverting it from a landfill?				<input type="checkbox"/> Yes (List Cities) <input type="checkbox"/> No	
1)	2)	3)			
4)	5)	6)			
Tons of yard waste diverted from landfill(s) from all cities as well as the county:				Total Tons	
9. RECYCLING FACILITIES (Complete this section for each recycling facility.)					
9(a). Facility #1					
Recycling Facility					
Owner/Operator					



# **Solid Waste Management Area Annual Report Form - DEP 6061**

Let's take a look at the Annual Report Form - DEP 6061 by sections

**Section 1-5** is demographic info

**Section 6** Ordinances that have been amended. If you have amended ANY ordinances you will need to update your SWMP.



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**Section 7** Out of state disposal: this is important because it is part of the count that the state uses to determine environmental remediation fees due. That money helps to clean up open dumps in your area

**Section 8** Yard debris/compost: determines if unnecessary waste is going to a landfill. Do you need a composting facility in your area? This is how you assess your needs

**Section 9** Recycling facilities: list each recycling facilities. Types of collection system, function, and what they recycle



**Section 10** Total amount of recycling materials: This will determine percentages towards your overall goal

- Be careful to make sure you are reporting tons/gallons/etc correctly. Don't report ounces instead of pounds... etc...

**Section 11** Public Education: check all those that apply and consider adding more.





**Section 12 And 14 Financial:** how are you going to pay for your programs? We need to know...

**Section 13 Illegal open dumps:** A measure of how well you are cleaning up your area

**Section 15 Collection systems:** list your collection demographic information, make sure it is right... This matters for the federal EPA report

**Section 16 Collectors:** List all your collectors... If they are recyclers too, list them in both sections



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**Section 17** Transfer stations: list all

**Section 18** Facilities: list all, make sure you mark type of facility and all information

**Section 19** Household participation rate.. The big number.... Do that math...houses served/population



**Section 20 Enforcement:** what do you have in place? What strides have you made? List them

**Section 21 Special events:** does not include everyday pickups. These are special events scheduled for the residents by groups or county.

**Section 22 Sign that form:** the person with signature authority is your governing body: your judge executive, or 109 Board Chair.

**The SWC cannot sign this form**



## Collecting Data for the Solid Waste Management Annual Report

- SWC should request data from all Transfer Stations, Compost and Recycling facilities in the area.
- Annual Waste Hauler and Recycler Registration and Reporting Form -DEP 5033 Must be submitted with the Annual Report
- Collect data year round, review past reports, search on web, ask residences who haulers are



# Annual Waste Hauler and Recycler Registration and Reporting Form -DEP 5033

## KRS 224.43-315

Requires all persons providing collection service, to register annually with the counties in which they provide the service.

Requires All Collectors to Register and Report Annually to Counties

## 401 KAR 49:080

Requirement for all persons providing collection service, including collection for the purpose of recycling, to register annually with the counties in which they provide the service.



## Annual Waste Hauler and Recycler Registration and Reporting Form - DEP 5033

- The number of households, businesses, and industries from which municipal solid waste was being collected
- The amount of municipal solid waste collected for disposal during the previous calendar year;
- The amount of municipal solid waste collected for recycling, by volume, weight, or number of items during the previous calendar year;
- The types of items collected for recycling.



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The data you collect will help you determine if you are reaching your goal of diverting waste from the landfill.

If you haven't set goals that are diverting waste then you need to amend your plan.

What does the state do with the data you submit on the Annual Report?

We use the information for the State's annual report that goes to EPA.

It's a measure of how the state is doing with diversion and disposal.



What happens if you do not complete your Annual Report and submit it to the state on time?

Your county will be in noncompliance which according to KRS 224.43-315, can result in losing grant funding for the county!

Extension will only be given if an emergency prevented you from getting it done on time!





## **SO LET'S DO A RECAP OF WHAT WE LEARNED!**

**IT'S THE STATE LAW:** You must submit your Annual Report or you will be in noncompliance which could lose your grant funding for the county

**YOU MUST SUBMIT:** All documents used to complete the Annual Report. Reports can be mailed, emailed or hand delivered

**COLLECT DATA:** You must work with your facilities and waste haulers to compile data



**REPORTING DEADLINES : Annual Reports are due by March 1<sup>st</sup>**

**SWC CANNOT SIGN THE ANNUAL REPORT: Must be signed by Judge or Chairperson of 109 Board**



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- Your Local Assistant will complete a compliance review of the Annual Report and contact you if the report is incomplete.
- What questions do you have for me?



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# Solid Waste Management Issues: A Problem-Solving Approach



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- 1.7 to 1.9 Billion Metric tons of waste is created worldwide, with most going to landfills.
- Around 15% of Kentuckians do not participate in any sort of waste collection service
  - Recycling rate is 37%



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- A systematic Action for managing waste needs to include a plan to deal with it from creation to final disposal or diversion.

So: what, how, where and why do this?



## *What* do you need?

### Waste Assessment for your county:

- Demographics
- Topography
- Capacity needs
- Services and procedures currently in place



## *How* do you gather it all up?

### Waste Collection for your county:

- Develop, Design, Implement, Evaluate
- Statutes, Regulations, Ordinances
- Capturing data from collectors and facilities
- Recordkeeping and reporting





## *Where* does it end up?

### Waste Disposal for your county:

- Landfill usage
- Capacity Assurance
- Transfer stations, convenient centers
- Recordkeeping and reporting



# *Where* does it go if not to the landfill?

## Waste Diversion for your county:

- Recycling Centers
- Market pricing
- Communication
- Education
- Recordkeeping and reporting



# *Why* would the residents have buy-in?

## Public Outreach for your county:

- Education
- Information
- Communication
- Recordkeeping and reporting



# ***Lunch Break!***

- Consider any specific questions you have
- Think of any stories you would like to tell
- Please return by 1:00 pm and ready to work
- Small presentation and then break out session



## Waste Assessment Issues:

- Increasing in population and waste quantities
  - Census information
  - Track businesses
  - Waste characteristics
  - Lack of good records
  - Host community impacts
  - Capacity assurance



## Waste Collection Issues:

- Poor transport and Collection services:
  - Ordinance: Mandatory vs. Universal
  - Providers: Public vs. Private
  - Private Providers: Franchise, Permit, Subscription
  - Door to Door, Self-haul options
  - Recordkeeping and funding
  - Public Information, Education



## Waste Disposal Issues:

- Poor Local Planning and Management:
  - Comprehensive SWMP
  - Ordinance: Comprehensive SWM
  - Ordinance: Planning and Zoning
  - Ordinance: Facility Siting
  - Ordinance: Specialized such as nuisance and littering
  - Host agreements/contracts with landfill and haulers



## Waste Disposal Issues:

- Poor Landfill Management:
  - Host agreement, ordinances
  - Inspections and Monitoring
  - Compliance
  - Communication with County and Public





## Waste Diversion Issues:

- Lack of Education and Limited Opportunities:
  - Recycling
  - Reusing
  - Repurposing
  - Resource Recovery
  - Reduction



## Public Outreach Issues:

- Lack of Communication:
  - Difference between information and education
  - Who, what, when, where, how
  - Target audiences
  - Media
  - Public outcry vs. Mass Hysteria
  - Public relations offense.. Be proactive



# Break out sessions are next

Groups of +/- 5 people